



## PURCHASING DEPARTMENT 23PF

### PURPOSE:

The Purchasing Department is dedicated to the procurement of tangible personal property, services and construction in a manner satisfactory to the needs of Bernalillo County and in accordance with the State Procurement Code and Bernalillo County Rules and Regulations.

### SERVICES PROVIDED:

The Purchasing Department is a Central Purchasing Office under the direction of the County Manager and in accordance with the State Procurement Code. The Purchasing Department is responsible for the procurement of tangible personal property, services and construction for the County of Bernalillo. This includes control of all purchases of goods and services approved through Federal, State and Local appropriations and all operational, capital, grant and bond issue procurements. The Purchasing Department manages, coordinates, reviews, trains and provides legal administrative guidelines regarding the State Procurement Code to all County departments and to the vendor community in order to ensure the accountability of the use of public funds within its responsibility.

### PURCHASING – 23PF EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Var	Budget FY 2008	% Var
Salaries and Benefits	731,317	781,163	928,729	877,608	-6%	885,920	1%
Office Expense	15,694	22,897	24,127	27,105	12%	27,105	0%
Operating Expense	1,819	3,075	4,403	2,800	-36%	2,800	0%
Travel and Transportation Expense	39	-	-	-	0%	-	0%
Technical and Professional Expense	-	7,235	-	4,000	0%	4,000	0%
Capital Expenditures	-	1,059	-	-	0%	-	0%
Carryovers	759	1,318	1,394	-	-100%	-	0%
<b>PROG EXPENDITURES TOTAL</b>	<b>749,628</b>	<b>816,747</b>	<b>958,654</b>	<b>911,513</b>	<b>-5%</b>	<b>919,825</b>	<b>1%</b>

### FUNDING SOURCE SUMMARY

General Fund – 23PF Revenue	29,369	27,826	30,295	28,800	-5%	30,200	5%
General Fund Contribution	720,259	788,921	928,359	882,713	-5%	889,625	1%
<b>PROG FUNDING SOURCE TOTAL</b>	<b>749,628</b>	<b>816,747</b>	<b>958,654</b>	<b>911,513</b>	<b>-5%</b>	<b>919,825</b>	<b>1%</b>

Authorized Full-time Equivalents	15	14	15	18	17%	18	0%
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**PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:**

- The Purchasing Department was established by the County Manager as a separate department (formerly a section of the Budget & Finance Department).
- Completed a major project of scanning and imaging contracts and insurance certificates. This has provided staff and user departments the ability to retrieve imaged documents from their desktop, which has resulted in cost reductions regarding costs involved in reproducing documents and in the amount of time spent retrieving documents from files.
- Upgraded/reclassified eleven staff members, which resulted in salary increases for these employees.
- Implemented Phases I & II of the Purchasing Module, Enhancements to the department's website. Installation and testing are complete.
- Received "very good" rating from Vendor and User Department Surveys mailed out in April 2005, with a 26% return rate.
- Increased the spending limits on the Small Purchase Order credit card (SPO) from \$499.00 to \$1,000.00 per transaction, providing user departments with more flexibility when purchasing goods and services.
- Provided information and many hours of support for internal and external audits.
- Converted all Purchasing forms to online templates, which are accessible on the Purchasing Intranet Website.
- Issued bids and proposals for Countywide use to consolidate procurements and to obtain better pricing of County goods and services.

**SERVICE IMPROVEMENT GOALS & OBJECTIVES:**

**FY07**

- Increase vendor registration by offering potential vendors the convenience of registering as a Bernalillo County vendor and paying registration fees online. This goal will be accomplished throughout FY07.
  - Enhance the Vendor Database and encourage more vendors to participate in doing business with Bernalillo County.
- Assist in the RFP development, contract negotiations, and award of a contract for a new Financial Software Package. In addition, assist in the implementation of the Financial System. The first part of this goal will be accomplished in FY07. The implementation phase will be accomplished in FY08.
  - To enhance County business operations and streamline processes with user departments.
- To apply for an "Achievement of Excellence in Procurement" award sponsored by the National Purchasing Institute. Goal to be accomplished in FY07.
  - To be presented with an "Achievement of Excellence in Procurement" award from the National Purchasing Institute.
- Enhance the professional skills and credentials of staff. All Sr. Buyers will continue to be supported and encouraged to obtain the Certified Professional Public Buyer (CPPB) Certifications issued by the National Institute of Governmental Purchasing (NIGP). This is an ongoing goal and will continue throughout FY07 and FY08.
  - Staff will master proven, generally accepted purchasing practices and good management techniques resulting in the best possible customer service to user departments.
- Conduct quarterly workshops for both the vendor community and County user departments. Workshops will consist of several different procurement topics to include workshops for the vendor community on "How to Do Business with Bernalillo County". This is an ongoing goal and will continue throughout FY07 and FY08.
  - To educate user departments and the vendor community on all aspects of the procurement process and encourage more participation from the vendor community on doing business with Bernalillo County.

## FY08

- Assist in the implementation of the new Financial Software Package. Goal to be accomplished in FY08.
  - To enhance County business operations and streamline processes with user departments.
- To apply for an “Achievement of Excellence in Procurement” award sponsored by the National Purchasing Institute. Goal to be accomplished in FY08.
  - To be presented with an “Achievement of Excellence in Procurement” award from the National Purchasing Institute.
- Enhance the professional skills and credentials of staff ... (Continued from FY07)
  - Same as FY07.
- Conduct quarterly workshops for both the vendor community and County user departments... (Continued from FY07)
  - Same as FY07.

## PERFORMANCE DATA:

Performance Measures	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Target FY 2007	Target FY 2008
Number of Purchase Orders Processed	4,398	4,381	4,425	4,868	4,917
Cost of Purchase Order	\$25.10	\$26.96	\$28.59	\$28.58	\$28.86
New Contracts	574	414	380	400	400
Purchases Made with SPO Card	\$407,514	\$435,248	\$439,950	\$450,000	\$460,000
SPO Card Transactions	3,620	3,510	3,112	2,500	3,000
Request for Proposals Issued	36	37	30	33	35
Request for Bids Issued	54	70	85	90	95
# Of Protests/Lawsuits (% Resolved in County's favor)	2/2 One 100% resolved in County's favor	1/0 (100%) One 100% resolved in County's favor	0/0 (100%)	0/0 (100%)	0/0 (100%)
Vendor Survey Responses - Rating Scale: 1 = Excellent, 2 = Very Good, 3 = Good, 4 = Needs Improvement, 5 = Poor	N/A	2.42 average score; Rating = Very Good	N/A	2.80 average score; Rating = Very Good	3.0 average score; Rating = Excellent
Number of Direct Payments Processed	597	722	650	550	500
Cost of Direct Pay	\$13.43	\$13.77	\$16.74	\$20.38	\$23.09
Indigent Burials Processed	80	79	55	50	50